



## Principal Consultant

### Office of the Director General

<b>Position number</b>	00041063
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Office of the Director General (Level 8)
<b>Direct reports</b>	Nil

#### Context

The Office of the Director General:

- provides strategic advice on procedural and transactional matters and ensures the effective operation of the administrative infrastructure that supports the Director General's transactional responsibilities,
- is responsible for ensuring executive processes and responses are efficient and effective,
- is a conduit between the Office of the Minister for Education and Training and the Office of the Director General.

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

#### Key responsibilities

- Provide professional and strategic management support to the Manager Office of the Director General and Director General for effective development, implementation, coordination and management of Department projects, programs and initiatives.
- Research, prepare and review briefings papers, speeches, correspondence, support documents and confidential reports on behalf of the Director General.
- Coordinate and quality assure projects, programs, correspondence and briefings on behalf of the Director General.
- Assist in ensuring the operational aspects of the Office of the Director General effectively support the Director General and align with the Department's direction.
- Build and maintain networks with other business areas, senior management across the Department, with other Departments and external organisations and establish effective working relationships with the members of the Corporate Executive.
- Provide advice, support and training on issues and processes as they relate to the functions of the Office of the Director General.
- Provide effective coordination and management of significant internal and external meetings, including preparation of agendas, briefing papers, minutes and other associated papers for the Director General.

- Clarify and resolve complex problems and manage risk through conducting research, considering options, discussions with others, leading meetings and using discretion in relation to sensitive issues.

### **Selection criteria**

1. Demonstrated high-level professional knowledge and experience in the context of the role of this position.
2. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials and briefing notes.
3. Demonstrated substantial skills and experience in managing a range of complex projects and issues.
4. Demonstrated highly developed conceptual, analytical, research and investigation skills with the ability to identify issues and trends and provide innovative solutions to complex problems and issues.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.
6. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking senior-level consultations, collaborations and negotiations.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            22 December 2020  
Reference    D20/0667974